

Athletic Meal & Team Entertainment Grid - All team/group meals/activities needs to have a roster attached.

Type	Concur Request	Concur Expense Type	\$ Limits
Individual Travel	Request Required	Per Diem	\$68-\$92 location-based
Team/Group Meals w/competition	Request Required if away from SLO County	Team/Group Meals	\$68/pp/meal
* Pre & Post Game Meals w/competition	Request Required if away from SLO County	Hospitality	\$30/\$60/\$90
*** Official Visit (Local)	No Request /unless Host money needed	Team/Group Meals	\$68/pp/meal
Unofficial Visit (Local)	No Request	Team/Group Meals (coaches only)	\$68/pp/meal
Occasional Meal (Local)	No Request	Team/Group Meals	\$68/pp/meal
** Team Snacks/Nutritional Supplements	No Request	"Other Expense"	\$68/pp/per day
Team Entertainment (Team bonding/Recruit activity)	Request Required if away from SLO County	Hospitality	\$30/\$60/\$90

* Used for Pre/Post Game meals in hotel using banquet room with extra fees (Hospitality Form needs to be attached)

CSU Hospitality Policy: Hospitality Food & Beverage includes catering and facility charges and taxes. Maximum allowed per person per category: Breakfast \$30, Lunch \$60, Dinner \$90.

** Team Snacks/Nutritional Supplements are coded to "Other Expense" - with a comment added (example: Trip snacks, locker room snacks)

*** If coach needs to request Host money for OV a request is needed